



WASHINGTON STATE SENATE COMMITTEE SERVICES POSITION ANNOUNCEMENT

Session Committee Assistant

AVAILABLE POSITION:

The Washington State Senate office of Senate Committee Services (SCS) is currently recruiting to fill a number of Committee Assistant positions for the 2003 Legislative Session. Senate Committee Services assists Senators in developing and evaluating policy alternatives to achieve their policy objectives. The Committee Assistant position provides non-partisan administrative and clerical support to committee members and staff, including coordinating logistics and administration of committee and staff meetings and hearings, provides research assistance, travel arrangements, word processing, editing, copying, filing, and processing correspondence. A more detailed job description is available upon request.

DESIRABLE QUALIFICATIONS AND ABILITIES:

- Strong organizational and administrative skills.
- Excellent written and oral communication skills.
- Proficiency in computer applications, including word processing software.
- Experience in a legislative or other public policy making setting is desirable but not required.
- Ability to work long, irregular hours and handle complex and difficult situations that a fast-paced, results-oriented, high pressure legislative environment offers.
- Dependability and the ability to maintain confidentiality are required.

SALARY:

Salary will depend upon experience and education. Absent significant legislative experience, the likely range will be from approximately \$2,000 to \$2,500 per month.

DURATION:

Session Committee Assistants are needed for the period of January to April, 2003.

APPLICATION PROCEDURE:

Interested applicants should submit a (1) a letter of interest describing specific qualifications for the position; (2) current resume detailing experience and education; and (3) minimum of three references with current telephone numbers to:

Stan Pynch, Director, Senate Committee Services
200 John A. Cherberg Building
PO Box 40466
Olympia, Washington 98504-0466

Interviewing and selection will begin immediately.

Phone contact: Judy Rus at (360) 786-7417.